Trade & Industrial Program Evaluation

Program Area:

_____

Self-Evaluation and Data Collection Guide

For School Year 20__ __ / 20__ __

Date Began: / /   Date Completed: / /

Information Compiled by: _____

This guide is designed to be broad-based enough to use with the scope and variety of approved Trade and Industrial Programs, yet evaluate specific program components which cut across all program areas.

This guide may be used in conjunction with the "**Program Strengths, Areas of Improvement, and Strategies for Achievement**" document, for more comprehensive planning and goal setting.

If you are the sole instructor for your program area, you may wish to seek the assistance of a colleague or administrator in your building. If there are multiple instructors, the program chair or other designated lead, may want to complete this instrument as a group or discussion project.

If you need assistance in researching appropriate responses to the evaluation items in this document, you may wish to refer to the "**Suggested Evidence List**" document, which is designed as a tool in researching and supporting both your responses and your findings for future action.

Section I. Course Offerings, Curriculum, and Instruction

Courses are offered and updated to appropriately reflect current labor trends, community needs, and student interest. Course offerings are supported with written curriculum, which identifies specific goals, objectives, and instructional strategies or assessments. Course offerings and instruction allow all students the opportunity to enroll in this program area.

	YES	NO

1.   Course offerings are reviewed annually and systematically:
 	
   <u>Tools/Analysis used</u>: (Check all which apply)
   _____ Analysis of student performance, by course
   _____ Analysis of student enrollment trends, by course
   _____ Class evaluations completed by students
   _____ Student needs survey (building or District)
   _____ Review of curriculum by Advisory Committee
   _____ Community-based Assessments or Surveys
   _____ Other _____		

2.   Analysis of course offerings and enrollment trends: (Complete info for each class)

Course Title: Separate progressive courses (e.g. Welding I, Welding II)	Total Enrollment Per Year (include all sections and semesters offered)			Trend: Increase Or Decrease	Contributing Factor(s) (See lettered list below)
	_ _ _ _ - 20_ _	20_ _ - 20_ _	20_ _ - 20_ _		

Factors contributing to a trend of increased or decreased enrollment in course offerings:

A. Larger than average class moving through local or sending school system

B. Increased relevance to local labor market

C. Increased relevance to national labor market

D. New classroom equipment or instructional methods

E. Smaller than average class moving through local or sending school system

F. Decreased relevance to local labor market

G. Decreased relevance to national labor market

H. Classroom equipment or instructional methods are dated

I. Other: (explain)_____

3.	Written Curriculum exists for all courses in program area and contains: _____Course Rationale _____Course Description _____Graduate Goals _____Measurable Learner Objectives _____Instructional Activities (aligned with course skills and competencies covered) _____Assessments (including Performance Based Assessments) _____Alignment to the Show-Me Standards _____Board Approval	YES	NO
4.	Curriculum is regularly revised to reflect changes in student needs, industry standards, instructional methods, technology, and accrediting agency standards. Curriculum revised: __ Annually __ Bi-Annually __ 5 Years __ Other _____	YES	NO
5.	Local Program Advisory Committee members annually review curriculum and provide input for revisions, deletions, or replacements.	YES	NO
6.	Instructional strategies include a variety of methods to accommodate different learning styles such as hands-on, cooperative and team learning experiences, exhibitions, technology/computer assisted learning, peer coaching, etc.	YES	NO
7.	Resources from the community are used to enrich instruction.	YES	NO
8.	Instructors develop lessons, which have appropriate modifications and/or accommodations for students with disabilities.	YES	NO
9.	Instructors utilize a variety of student assessment strategies to demonstrate student knowledge and skills. Assessments used: (Check all which apply) _____ Objective testing format _____Constructed response _____ Written reports – graded _____ Oral reports or prepared exhibitions _____ Competency Cards or profiles _____ Student portfolio _____ Student working demonstration or completed skill project _____ Other:_____	YES	NO

10. An instructional management system exists for reporting student and class mastery of curriculum competencies.
 	
    Instructional Management System: (Check all which apply)
    _____ Competency profiles for each student
    _____ Computerized student progress management system
    _____ Grades Book documentation of tests & projects
    _____ Other:_____
	YES	NO

11. Assessment data are used to determine re-teaching needs, adjustments to class curriculum or to meet individual student needs.	YES	NO
12. Curriculum and instructional strategies have been developed which integrate academic and vocational competencies.	YES	NO

13.   Academic Integration: *Please indicate how you integrate academics, by noting classroom or student activities used in your courses.*

Verbal Communication (Oral Reports, etc.)	**Y/N**	**Y/N**	**Y/N**	**Y/N**
Cite an Example :				
Written Communication	**Y/N**	**Y/N**	**Y/N**	**Y/N**
Cite an Example :				
Math Principles or Practice	**Y/N**	**Y/N**	**Y/N**	**Y/N**
Cite an Example :				
Science Principles	**Y/N**	**Y/N**	**Y/N**	**Y/N**
Cite an Example :				

Section I. Course Offerings, Curriculum, and Instruction - ANALYSIS

Courses are offered and updated to appropriately reflect current labor trends, community needs, and student interest. Course offerings are supported with written curriculum, which identifies specific goals, objectives, and instructional strategies or assessments. Course offerings and instruction allow all students the opportunity to enroll in this program area.

Section I tally "YES" or "NO" (exclude items 2 & 13):   #____YES   #____NO

#____YES of possible 11

Suggestion for items A-C: Make clear or direct statements which can then transfer to the "**Program Strengths, Areas of Improvement, and Strategies for Achievement**" document.

A. **Areas of Strength**:   (Provide a narrative for your strongest "YES" items and/or responses noted in fill-in charts.)

B. **Areas needing improvement**:   (May want to consider "Yes" items with low number of multi-choice items checked, also consider fill-in chart responses.)

C. **Possible Actions towards improvement**:

Section II: Classroom Environment

The _____ Program provides a classroom environment which encourages program interest and safety, while providing the instructional materials necessary to support current curriculum and meet the needs of students.

Please rank the following items on a scale of 1 – 4, using the following criteria:

> 4 = Meets or exceeds intent of quality indicator
>
> 3 = Meets most elements
>
> 2 = Needs improvement to meet intent of quality indicator
>
> 1 = Quality indicator has not been addressed
>
> N/A= Program does not utilize instruction means addressed in this indicator, as indicated by checkmark

14. Classroom and Work Areas are orderly, well-lit and free of clutter. Unnecessary, outdated, or broken equipment is surplused or destroyed. *(If none associated with program, check here_____)*	1 2 3 4 N/A
15. Scrap materials/supplies are neatly and safely (overhead balancing acts, held at proper temperature, ventilation, etc.) stored or removed from classroom area. *(If none associated with program, check here_____)*	1 2 3 4 N/A
16. Equipment utilized is kept in good working condition including safety-guards or clearly marked safety boundaries, if applicable. *(If none associated with program, check here_____)*	1 2 3 4 N/A
17. Safety equipment (goggles, masks, oven mitts, plastic gloves, etc.) is used without exception, as recommended by industry, accrediting agency, or insurance standards. *(If none associated with program, check here_____)*	1 2 3 4 N/A
18. District and classroom rules, policies, or procedures are consistently implemented or enforced for all program classes and all students.	1 2 3 4

19. Instructor/student ratios are adequate for both safety and instruction and they conform to accrediting agency standards if such standards are applicable. Note Course Exceptions or concerns:	1 2 3 4
20. DESE 50/50 Equipment and/or Enhancement Grant dollars or other outside funding sources for upgrading program equipment have been fully explored.	1 2 3 4

21. List Equipment needing replacement in next 2 years:

LIST ITEM HERE	Check All appropriate Categories			
	Worn beyond repair	Repair cost more than replacement	Repair will not meet current safety standards	Obsolete to program or industry competencies

22. List New Equipment desired (including computers or software)

LIST ITEM HERE	Check All appropriate Categories			
	Allows Expansion of Course Offerings	Allows Expansion of Current Curriculum	Replaces current model with safer alternative	Meets current industry standards

<u>**Section II: Classroom Environment - ANALYSIS**</u>

The _____ Program provides a classroom environment which encourages program interest and safety, while providing the instructional materials necessary to support current curriculum and meet the needs of students.

Section II tally: <u>Possible points</u> = # items NOT marked N/A _____ X 4 = _____

Add your ranking numbers for items 14-20:   _____

Ranked _____ **of** _____ **Possible Points**

Suggestion for items A-C: Make clear or direct statements which can then transfer to the "**Program Strengths, Areas of Improvement, and Strategies for Achievement**" document.

D. **Areas of Strength**: (Consider high-ranking items and fill-in chart responses)

E. **Areas needing improvement**:   (Consider low-ranking items and fill-in chart responses)

F. **Possible Actions towards improvement**:

Section III: Student Success, Continued Learning, and Community Involvement:

Partnerships and activities, which support student and program success are developed with: Students, Counselors, Parents, Post-Secondary Institutions, Career and Technical Student Organizations, and Representatives of the Community and Workplace.

23.	Students are assisted in developing portfolios or other documentation which could be used in seeking employment or entrance to post-secondary institutions.	YES	NO
24.	Program is related to real-life career opportunities through work-site visits and/or outside speakers.	YES	NO
25.	Instructor(s) meet annually with district and sending school counselors to better explain the skill and academic competencies being taught in program courses.	YES	NO
26.	Current articulation agreements are in place with post-secondary institutions, with documentation of agreement available in file. **OR** 26A. If "NO" to 26: Recent, (within last 18 mos.), attempts to establish articulation agreements with post-secondary institutions have been made and documentation of this correspondence is available in files.	YES NO **OR** YES NO	
27.	SkillsUSA is a co-curricular element of the program.	YES	NO
28.	Students and instructor(s) in this program have participated in local SkillsUSA chapter meetings/special events within the current school year.	YES	NO
29.	Students and instructor(s) in this program area have participated in SkillsUSA district or statewide contests.	YES	NO
30.	Students and instructors in this program area have participated in a SkillsUSA offsite leadership event during the last school year.	YES	NO

31.	Instructor(s) in this program area have participated in SkillsUSA Chapter Management Institute or a regional SkillsUSA chapter advisor activity, in the last 2 years.	YES	NO
32.	Program has an advisory committee in place.	YES	NO
33.	Advisory committee includes representatives from program-related business.	YES	NO
34.	Advisory committee includes at least one parent and one current student.	YES	NO
35.	Advisory committee meets at least twice each school year. List date(s) for most recent school year: _____	YES	NO
36.	Minutes of advisory committee meetings are taken and kept on file.	YES	NO
37.	Advisory committee annually reviews curriculum, texts, or equipment.	YES	NO
38.	Input from advisory committee members is sought prior to making significant changes to program curriculum, focus or equipment.	YES	NO

Section III: Student Success, Continued Learning, Community Involvement - ANALYSIS

Partnerships and activities, which affect student and program success are developed with: Students, Counselors, Parents, Post-Secondary Institutions, Career and Technical Student Organizations, and Representatives of the Community and Workplace.

Section III tally "YES" or "NO":   #____YES   #____NO

#____YES of possible 16

Suggestion for items A-C: Make clear or direct statements which can then transfer to the "**Program Strengths, Areas of Improvement, and Strategies for Achievement**" document.

A.   **Areas of Strength**: (Provide a narrative for your strongest "YES" items)

B.   **Areas needing improvement**:

C.   **Possible Actions towards improvement**:

Section IV: Staff Resources and Professional Development

Each instructor for this program area is certified and participates in on-going professional development activities. Instructors of this program are familiar with local-district procedural policies.

39.	Instructor(s) make(s) continuous and incremental progress towards completing requirements for teacher re-certification.	YES	NO
40.	Instructor(s) in this program area are encouraged to participate in professional development activities.	YES	NO
41.	Instructor(s) in this program area annually review District policy and procedure regarding both student disciplinary policy and administrative procedures (such as purchasing, leave requests, etc.)	YES	NO
42.	Instructor(s) in this program area have participated in a training event to recognize signs and symptoms of substance abuse in the last 3 years and have been trained in implementing District intervention strategies.	YES	NO
43.	Instructor(s) in this program area have participated in a training event pertaining to the legal rights and responsibilities of the teacher and students, within the last 5 years. *(E.g. gender equity, discrimination, sexual harassment, diversity, special populations, etc.)*	YES	NO

44. Instructor Professional Development: (Check items attended during the last 24 months)

Professional Development Activity	Instructor Name _____	Instructor Name _____	Instructor Name _____
Attended MoACTE Conference (check & list date)	/ /	/ /	/ /
Participated in MTTA Divisional activities throughout the year			
Served on planning committee or presented for MoACTE, MTTA, or other MoACTE division			
Attended other state or national educator conference(s)/seminar(s) (please identify)			
Completed degree or non-degree college credit associated with educational practices or program area			
Attended Industry related seminar or training			
Participated in local district in-service activities			
Participated in mentoring, local curriculum committee, or other local instructor group focusing on improved classroom activity.			
Participated in safety training relevant to program equipment/use			
Participated in technical training relevant to program equipment/use			
Other (List)			

Section IV: Staff Resources and Professional Development - ANALYSIS

Each instructor for this program area is certified and participates in on-going professional development activities. Instructors of this program participate in local-district professional activities and are familiar with local-district procedural policies.

Section I tally "YES" or "NO" (exclude item 44): #____YES   #____NO

#____YES of possible 5

Suggestion for items A-C: Make clear or direct statements which can then transfer to the "**Program Strengths, Areas of Improvement, and Strategies for Achievement**" document.

G. **Areas of Strength**:   (Provide a narrative for your strongest "YES" items and consider fill-in chart responses)

H. **Areas needing improvement**:   (Consider "NO" items and fill-in chart responses)

C. **Possible Actions towards improvement:**